



## Franklin to the Fort Neighborhood Council Bylaws

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Approved by Neighborhood Leadership Team [August 1, 2023]

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## Article I. Purpose

### Section 1. Name & Boundaries

Franklin to the Fort Neighborhood Association. The neighborhood boundaries are located in the area beginning at South Third Street W. and Russell Street south to the Bitterroot Spur Trail, following the Bitterroot Spur Trail to Reserve Street, north along Reserve Street to South Third Street W., and along South Third Street W. to Russell Street.

### Section 2. Purpose

The Neighborhood Council Bylaws comply with the current City Ordinance governing Neighborhood Councils and is organized in accordance with Missoula Municipal Code Chapter 1.18 with the following goals:

- Encourage citizen participation, the inclusion of differing viewpoints and perspectives that allow residents to feel included and empowered to contribute to improving the livability of their communities,
- Provide an open process by which all neighborhood residents may involve themselves in the affairs of the Neighborhood,
- Build opportunities for neighborhood communication, neighborhood-initiated projects, interaction, and problem-solving, and
- Provide an avenue for citizens to make recommendations and communicate with City Council and City government.

## Article II. Membership

### Section 1. Membership Qualifications

All residents (homeowner, renters, nonprofits, neighborhood organizations, and business owners) residing within the boundaries of the Franklin to the Fort Neighborhood are members of the Neighborhood Council. Composition of each Neighborhood Council should reflect the diversity that exists within that neighborhood.

### Section 2. Membership Powers and Voting

Each member is eligible to one vote. Representatives from businesses, schools and other organizations are welcome to participate in neighborhood councils and the Community Forum, but may not vote. Voting may be by show of hand or written ballot of the members present. No proxy or absentee votes are allowed for General membership meetings.

### Section 3. Member Conduct

We consider it a privilege to present and listen to diverse views. We must treat each other with respect. We expect participants to be recognized before speaking, engaging in active listening, and making concise statements.

We further expect participants to refrain from disrespectful displays, such as profanity, personal attacks, signs, and heckling. The presiding officer may ensure that these activities do not

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interfere with the conduct of the meeting. Attendees who do not observe these may be asked to leave.

## Article III. Meetings

### Section 1. General Meeting

A general meeting of the Franklin to the Fort Neighborhood Council shall be held at least once annually. Additional meetings may be called by a vote of the Leadership Team, Neighborhood Coordinator, or a petition of at least 20 members outside of the Leadership Team is submitted to the Neighborhood Coordinator. At least 14 days of public notice must be given for any general Neighborhood Council meeting in order to reduce barriers to participation for members and presenters. When necessary, a three-minute per speaker rule limiting debate may be imposed to expedite proceedings. Neighborhood Council, General, and Leadership Team meetings shall be open to the public and are subject to the provisions of the "Montana Open Meeting and Public Participation" laws. Meeting agendas and minutes will be filed with the Missoula Neighborhoods in a timely manner.

### Section 2. Leadership Meeting

The Leadership Team will meet as needed, and at least seven days advance public notice must be given for Leadership Team meetings.

### Section 3. Decision Making

Decision-making shall be by a consensus (general agreement) or a majority vote of those voting when consensus cannot be reached. Any Neighborhood Council members as defined above may attend and have one vote at Council meetings. Decisions regarding budget proposals, selection of Leadership Team members, and advice to the City government may not be delegated to any individual or committee of the Council. A minority report shall accompany decisions presented to the City Council made by a majority vote or consensus if the minority chooses to submit one.

## Article IV. Leadership Team

### Section 1. Leadership Team

Each Neighborhood Council shall elect a leadership team. The Franklin to the Fort Neighborhood Council Leadership Team shall consist of at least five but not more than seven members. Any member of the Franklin to the Fort Council is eligible to serve on the Leadership Team.

### Section 2. Composition

The Leadership Team shall be composed of members elected from within the Neighborhood Council geographic boundaries. The Leadership Team shall strive to reflect the Neighborhood's diversity in both ages, gender, race, and socioeconomic class. The Leadership Team shall also seek to represent member interests. One person may represent more than one interest group.

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### **Section 3. Elections and Nominations**

The Neighborhood Council elects leadership Team members at a general membership meeting. Leadership Team terms are two years for up to three consecutive terms. Members may declare candidacy or be nominated by another member. Notification, time, and place of pending elections shall be given at least 14 days before the scheduled elections. The notice shall be carried out either by direct mail, distributions of flyers, postings in the district, newspaper notification, City website, or a combination of the above.

### **Section 4. Vacancies**

If a vacancy occurs on the Leadership Team, the Leadership Team may appoint an interim member, and nominations will be taken from the Neighborhood Council for replacement candidates. A majority vote shall fill the vacant position at the next general Neighborhood Council meeting.

### **Section 5. Officers**

The Leadership Team will designate team members as Co-Chairpersons, Secretary, Treasurer, and a Community Forum representative and alternate. Positions and duties will be reviewed annually. At no time may any Neighborhood Council member represent the Neighborhood Council to any other public body, City staff, or any organization unless the person has been authorized to make such representations at an advertised public meeting where a vote has authorized such representations to be made.

### **Section 6. Removal**

Any elected or appointed officer (resident representative) may be removed, with or without cause, by a majority vote of the members at a membership meeting called for that purpose.

## **Article V. Committees**

The Leadership Team may form Committees of the Neighborhood Council as needed. These may take the form of permanent standing committees or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the Leadership Team for approval before action can be taken unless the Neighborhood Council has authorized the committee to take specific actions. Membership on committees shall be open to all members of the Neighborhood Council. Individuals who live outside the Franklin to the Fort Council boundaries may attend and participate in all discussions but may not vote.

## **Article VI. Office of Neighborhood Involvement**

In all its activities, the neighborhood council and leadership team shall operate within the requirements of the Missoula Neighborhoods, act with good etiquette, and make good faith efforts to ensure engagement standards are held high.

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## Article VII. Non-Discrimination

Neighborhood Councils shall always conduct themselves in a nondiscriminatory manner during their meetings, committee meetings, and functions, in addition to their internal elections. There shall be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin, sexual orientation, gender identity, or gender expression.

## Article VIII. Adoption and Amendment of Bylaws

Proposed amendments to the bylaws shall be presented at a general meeting of the Neighborhood Council. They must be available in written form (posted on the City website) at least 14 days before the Neighborhood Council meeting, at which they are voted on. At least two-thirds majority vote of Neighborhood Council members present is required to adopt any amendment to these bylaws.

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